

<b>Glossary of Terms</b>	
Abuse/misuse of authority/ power/position	Abuse of authority/power/position is an arbitrary or capricious exercise of power by a military member, federal official or employee that injures or adversely affects the rights of a subordinate by tyrannical, careless or capricious conduct or continuous and/or severe abusive language or that results in personal gain or advantage to themselves. Misuse of position includes a wide range of subjects such as improper use of title/ position/rank (see Ethics). If the abuse of position involves discrimination; i.e., creates a hostile work environment, see Equal Opportunity.
Abuse/misuse and/or theft of government property	Abusive, intentional or improper use of government resources. Examples include misuse of rank, position, or authority or misuse of resources such as tools, vehicles, credit cards or copying machines. Minor abuse of government property should be reported to your local command. Normally, reports of theft of government property are reported to the law enforcement authorities at the particular installation in question. The command or unit, military police, Defense police, and military criminal investigative organizations are responsible to investigate thefts and misappropriation of government property. NAVIG may, however, accept or refer certain reports of Government property theft dependent on the circumstances surrounding your knowledge of the offense in question. Minor abuses of time and attendance or misuse of government telephones, government credit cards, facsimile machines, equipment and vehicles should be reported to the command, military police unit, or local IG.
Accountability	One of the four standards for conduct of IG investigations. Commanders, commanding officers, and supervisors must hold their subordinates accountable for their actions and to correct system faults. Any corrective action must be documented in the Investigative Report to meet this standard.
Allegation	Statement offered for proof through an IG investigation. The investigator's job is to obtain evidence sufficient to sustain or refute the allegation.

Allegations List (Investigative Plan component)	Identifies each alleged wrongdoing or impropriety and the applicable rule or regulation.
Adverse Personnel Action	Any action taken on a member of the Armed Forces that affects or has the potential to affect that military member's current position or career.
Alternate Resolution Process	An avenue available to complainants where certain issues are more appropriately addressed than with the IG.
Anonymous Complainant	A complainant who does not provide his/her identity when making a complaint to an IG.
Article 31(b) UCMJ Warnings	Warnings for military members suspected of possible criminal misconduct advising them of certain rights, such as the right to remain silent and retain counsel.
Background (Investigative Plan and Investigative Report component)	Explains how you received the allegations, i.e., from DoD, NAVINSGEN, or locally. It may also include other relevant information, such as information about the command or personnel involved, or about previous complaints regarding similar issues.
Bookfiled	The maintenance of records for an allegation that is not significant enough to warrant an investigation but must be documented for record purposes.
BCNR	Board for Correction of Naval Records
Bribes, kickbacks and gratuities	<p>Giving, offering, promising, soliciting, demanding, receiving or accepting, directly or indirectly, with wrongful or dishonest intent, anything of value, to or by a public official, to influence an official act or public official to commit fraud or violate the law, or testimony as a public official, in return for being influenced, to perform such actions.</p> <p>It is prohibited for any person to provide, attempt to provide, or offer to provide any kickback; to solicit, accept, or attempt to accept any kickback; or to include, directly or indirectly, the amount of any kickback in the contract price charged by a subcontractor to a prime contractor or a higher tier subcontractor or in the contract price charged by a prime contractor to the United States.</p>

Chronology of Events (Investigative Plan component)	Outlines the order in which events occurred.
Circumstantial Evidence	Circumstantial evidence is used to prove or disprove a fact through the (presumed) existence of a logical relationship between the evidence and the fact at issue. The logical relationship itself may be subject to question, usually must be explained, and sometimes leaves room for interpretation or controversy. Therefore, you must evaluate circumstantial evidence critically and attempt to corroborate it with other evidence.
CMEO	Command Managed Equal Opportunity
CMIS (Case Management Information System)	A means of managing records of IG investigations, normally through a database.
Complainant	A person presenting allegations that trigger a decision to conduct an IG investigation.
Completeness	One of the four standards for conduct of IG investigations. Investigators must address all allegations, state the applicable rules and regulations and apply them to the facts, and provide a thorough analysis of how they reached their conclusions.
Confidentiality	A trust in the interviewer's discretion to protect the interviewee's identity. Confidentiality may be necessary to protect an interviewee from reprisal or to ensure full disclosure of information. However, absolute confidentiality cannot be guaranteed.
Contact list (Investigative Plan component)	Identifies each person the investigator intends to contact in connection with the allegation to be investigated.

Convening authority	A commissioned officer that is authorized to convene a court-martial to try a person subject to the Uniform Code of Military Justice (UCMJ). Only general court-martial convening authorities are authorized to grant formal immunity from prosecution under the UCMJ.
Corrective action	Action taken to "fix the system" to minimize the likelihood undesirable activity identified during an IG investigation will reoccur. Individual disciplinary action, establishment or augmentation of procedures, checks and balances, and training are typical corrective responses.
Court-Martial	The exercise of military jurisdiction over criminal offenses as prescribed by law and regulation. There are three types of courts-martial: general (GCM), empowered to impose any sentence prescribed by law, including death; special (SPCM), empowered to impose lesser punishment, including not more than six months confinement; and summary (SCM), which may impose limited punishment, including not more than 30 days confinement. Conviction by a general or special court-martial creates a Federal criminal record. Conviction by a summary court-martial creates only an administrative record.
Criminal prosecution	Process by which persons charged with violating criminal provisions of the United States Code (including the UCMJ) or state law are tried for their alleged offenses in a United States district court, a state court, or a general or special court-martial.
Custodial setting	Interviewee has reason to believe his/her freedom or action has been deprived in a significant way.
Declaration	A written statement summarizing testimony given during an interview, signed by the interviewee declaring under penalty of perjury that their statement is true and correct. A form of sworn testimony.

Direct evidence	Direct evidence tends to prove or disprove a fact through the first-hand knowledge or observation of a witness, through the text, pictures, or graphics of a document, or through the existence and characteristics of a physical object.
Disciplinary action	A form of corrective action, short of criminal prosecution, taken against a person found to have engaged in wrongdoing. Examples include reprimand and other non-judicial punishment, suspension; demotion or reduction in rank; and summary court-martial. Counseling, training or a performance-based action are not considered disciplinary in nature.
Document List (Investigative Plan component)	Identifies the documents needed for the investigation and acts as a checklist.
DoDIG	Inspector General of the Department of Defense
DoN	Department of the Navy
Ethics	<p>Ethics violations involve a wide range of subjects, to include:</p> <ul style="list-style-type: none"> <li>Communications (significant allegations including government owned telephones, facsimile machines, electronic mail, internet systems, and commercial systems)</li> <li>Conflicts of Interest</li> <li>Employee self disqualification for reasons of financial interest, impartiality or matters effecting prospective employers</li> <li>Employment and Business Activities; Prior Approval for, Negotiating, Accepting, Discussing, Post Government, etc.</li> <li>Endorsements</li> <li>Financial and Employment Disclosure</li> <li>Fundraising and Membership Drives and other activities</li> <li>Gambling</li> <li>Government Resources; use of, acceptance of Incidental Benefits (e.g. frequent flyer mileage, airlines, rental car companies and hotel credits)</li> <li>Gifts</li> <li>Military Title; use of</li> <li>Political Activities</li> <li>Soliciting Sales</li> </ul>

	Official Participation in Non-Federal Entities Others (including personnel, equipment, and property)
Free narrative question	Type of question that elicits an orderly, continuous account of an event or incident without prompting.
EEOC	Equal Employment Opportunity Commission
FOIA	Freedom of Information Act
Fraud	Any intentional deception designed to unlawfully deprive the United States of something of value or to secure for an individual from the United States a benefit, privilege, allowance, or consideration to which he or she is not entitled. Such practices include, but are not limited to: the offer, payment, or acceptance of bribes or gratuities; making false statements; submitting false claims; using false weights or measures; evading or corrupting inspectors or other officials; deceit either by suppressing the truth or misrepresenting material fact; adulterating or substituting materials; falsifying records and books of accounts; arranging for secret profits, kickbacks, or commissions; and conspiring to use any of these devices. The term also includes conflict of interest cases, criminal irregularities, and the unauthorized disclosure of official information relating to procurement and disposal matters.
GCM	General court-martial
Hearsay evidence	A form of circumstantial evidence, which is related to the investigator by a third-party as the truth. Hearsay may be used in your investigation; however, you should try to corroborate hearsay by interviewing others who may have more direct, or first-hand, knowledge of the facts in question.
IG	Inspector General
Imminently dangerous service member	Term used when evaluating a situation for possible referral for a Mental Health Examination. Describes an individual at substantial risk of committing an act that would result in serious injury or death to him/herself or others; or of destroying property under circumstances likely to lead to serious personal injury or death. The individual must manifest the intent and ability to carry out that action.

Immunity	Circumstances in which the Government agrees not to prosecute an individual in consideration for his/her testimony as a witness in an investigation. The two types of immunity are "use" and "transactional".
Independence	One of the four standards for conduct of IG investigations. For this standard to be met, the individuals and organizations conducting an IG investigation must be free, in fact and appearance, from any impairment of objectivity and partiality.
Inquiry	General term used to refer to any form of examination into a matter, including inspections, investigations, area visits and surveys, but not including audits. Compare to "preliminary inquiry" defined below.
Interview Plan	A tool used to prepare for an interview which outlines the objective or purpose, and takes into account such factors as the type of witness, questioning techniques, etc.
Investigative Plan	A written outline of how you intend to carry out the investigation. It serves as a checklist to ensure that all necessary points are covered.
Investigative Report	Used to document whether the allegations investigated were or were not substantiated. Provides responsible authority information to assist in making a decision whether or not to take corrective action.
Mental Health Evaluations (MHE)	Generally, an MHE is a clinical assessment of a service member for a mental, physical, or personality disorder to determine the member's clinical mental health status and and/or fitness and/or suitability for Service. This definition does not apply to voluntary self-referrals; diagnostic referrals requested by non-mental health care providers not part of the service member's chain of command as a matter of independent clinical judgment and when the service member consents to the evaluation; responsibility and competency inquiries conducted under the Rule for Court Martial of the Manual for Courts-Martial; interviews conducted under the Family Advocacy Program; interviews conducted under drug or alcohol abuse rehabilitation programs; and evaluations expressly required by the Navy for special duties or occupational classifications

Mismanagement	A collective term covering, generally, acts of abuse and waste. Needless, extravagant and careless expenditure of government funds or the consumption or misuse of government property or resources, resulting from poor management/supervision, deficient practices, systems, controls, or decisions.
MSPB	Merit System Protection Board
NAVINSGEN	The Office of the Naval Inspector General
NCIS	Naval Criminal Investigative Service
NDRB	Naval Discharge Review Board
NJP	Non-judicial punishment
PA	Privacy Act
Preliminary Inquiry	The initial phase of an IG investigation used to gather information about the complaint to determine if a full investigation is warranted.
Principal Investigation	The main phase of an IG investigation.
Procurement fraud	<p>Procurement fraud includes cost/labor mischarging, defective pricing, defective parts, price fixing and bid rigging, and product substitution.</p> <p>Cost/labor mischarging. Schemes by contractors on cost-type contracts to fraudulently inflate the cost of labor or materials.</p> <p>Defective pricing. Occurs when a contractor does not submit or disclose to the government cost or pricing data that is accurate, complete, and current prior to reaching a price agreement.</p> <p>Defective parts. A defect in design, specification, material, manufacturing and workmanship, which may cause death, injury or severe occupational illness; would cause loss of major or minor capabilities of the using organization or which would result in a production line stoppage.</p> <p>Price fixing and bid rigging.</p>



	<p>Price fixing and bid-rigging is an agreement where, in response to a call or request for bids or tenders, one or more bidders agree not to submit a bid, or two or more bidders agree to submit bids that have been prearranged among themselves. Bid rigging is any activity to suppress and eliminate competition on contracts funded by the United States that reasonably restricts trade and commerce in violation of the Sherman Act, which is subject to a five-year statute of limitations.</p> <p>Product substitution. The introduction of counterfeit and/or substandard material and other forms of unauthorized product substitution into the procurement system. An area of increased emphasis is readiness enhancement through vigorous detection and investigation of defective or substituted products that involve military readiness.</p> <p>Spare parts overpricing. Navy IG will either accept a complaint of overpriced spare parts or we will refer you to the appropriate Defense Logistics Agency (DLA) supply center, dependent on the spare part in question.</p>
Reprisal	Retaliation against an individual who discloses wrongdoing. Specific criteria to determine if an allegation constitutes reprisal vary according to the status of the complainant.
Responsible Authorities	People who have authority and responsibility to take corrective, remedial, or disciplinary action based on the findings of an IG investigation.
Results of Interview	"Memorandum of Interview" is a written record of what was said and what occurred during an interview, derived from notes and memory of the interviewer.
SECNAV	Secretary of the Navy
Senior Officials	Allegations of serious misconduct by senior officials of the Department of the Navy to include military officers selected for flag rank and civilians selected for executive service. Allegations include a violation of: criminal law, including the Uniform Code of Military Justice; standards of conduct and government ethics; abuse of authority, statutory post-Government service restriction; or a matter not included above that can reasonably be expected to be of significance to the Secretary of Defense, Secretary of the Navy, the Chief of naval Operations (CNO), the Commandant of the Marine Corps, IG, DOD, or the Naval

	Inspector General.
Statement	An oral or written account of an event.
Standards for Conduct of an IG Investigation	Investigators should conduct IG investigations in an <b>independent</b> , <b>complete</b> and <b>timely</b> manner. Where appropriate, provide sufficient information to permit responsible authorities to correct systemic faults, to take corrective action, and to hold subordinates <b>accountable</b> for their actions.
Standard of Proof	The degree of certainty necessary to decide that an allegation should be sustained when all of the credible evidence, pro and con, is weighed together. For IG investigations, the standard of proof is "preponderance of the credible evidence," meaning that it is "more likely than not" that an event occurred.
Statements Against Interests	When a witness makes admissions that are detrimental to their own interests.
Subject Commands	Those organizations in which wrongdoing is alleged to have occurred.
Subjects	People against whom allegations of wrongdoing have been made.
Suspects	People against whom sufficient evidence exists to create reasonable doubt that they engaged in criminal misconduct.
Systemic problems	Any rule, regulation, policy, procedure, system, equipment, part, machinery, supplies or other government apparatus affecting readiness, efficiency, safety and operation of the entire system such as: defective aircraft, ship or weapons parts; inadequate maintenance procedures; deficient safety instructions, etc.
Timeliness	One of the four standards for conduct of IG investigations. Investigators will initiate, conduct, and complete an investigation within the established due dates, generally within 90 days of receipt of the complaint. Any corrective action must also be completed in a timely manner, generally within 30 days of the completion of the investigation.
UCMJ	Uniformed Code of Military Justice

U.S.C. (United States Code)	A compilation of US law.
Waste	The extravagant, careless or needless expenditure of government funds or the consumption of government property that results from deficient practices, systems, controls, or decisions. The term also includes improper practices not involving prosecutable fraud.
Whistleblowers	Those people who disclose information they reasonably believe is evidence of a violation of any law, rule or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial or specific danger to public health or safety.
Witnesses	Those people selected for interviews during an IG investigation because they have information that supports or refutes an allegation.
Wrongdoing	Generic term for activity that may be the subject of an IG investigation and includes misconduct, improper misconduct, and inappropriate misconduct.

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